



**STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR INFORMATION (RFI)
FOR
REAL ESTATE MASTER PLAN CONSULTANT**

RFI No. 32110-00119

Release Date: July 1, 2019

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of General Services, State of Tennessee Real Estate Asset Management (STREAM), hereinafter referred to as "the State," has issued this RFI for the purpose of identifying a consultant that has the experience to create a comprehensive real estate master plan for the State's portfolio of real properties. The responses from this RFI will assist the State in the development of a Request for Qualifications (RFQ) to successfully procure a Real Estate Master Plan Consultant.

2. BACKGROUND:

Tennessee has experienced significant economic and real estate development growth during the past several years, which has led to a real estate market that has become highly competitive throughout the state. The State owns and leases a large number of real properties in the Metropolitan Nashville area and throughout Middle Tennessee. The State seeks the guidance of a highly experienced consultant to create a real estate master plan that will address the long term highest and best use of these properties to include parking alternatives and security issues for government operations.

The State envisions the development of the real estate master plan to be a highly collaborative process between the State, representing the three branches of government, and the consultant. The State will provide real property data pertinent to the development of the real estate master plan.

3. COMMUNICATIONS:

3.1. Please email your response to this RFI and any questions to:

Tammy Robbins, STREAM Procurement Manager
Email: Tammy.Robbins@tn.gov

3.2. Please reference RFI **No. 32110-00119** with all communications to this RFI.

- 3.3. Please limit your response to fifteen pages. Responses may include links to previous master plan work products.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		July 1, 2019
2.	Written "Questions & Comments" Deadline	3:00 p.m.	July 8, 2019
3.	State Response to Written "Questions & Comments"		July 15, 2019
4.	RFI Response Deadline	3:00 p.m.	July 29, 2019

5. GENERAL INFORMATION:

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project, and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the State chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement, including the responses to the RFI, will be considered confidential by the State.
- 5.3. The State will not pay for any costs associated with responding to this RFI.
- 5.4. The State reserves the right to request oral presentations from select Respondents.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

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TECHNICAL INFORMATIONAL FORM	
1. RESPONDENT LEGAL ENTITY NAME:	
2. RESPONDENT CONTACT PERSON:	
Name, Title:	
Address:	

Phone Number: Email:
3. Please provide a brief description of experience performing master plan work for State governments and other public sector entities as mentioned in this RFI. Examples may represent up to five past real estate master plans developed for the public sector. Include any relevant information or scopes of services for any contracts utilized to provide any of these services to other public sector entities.
4. Provide a narrative on what information your company would need from the State to be able to respond succinctly and accurately to a solicitation about your qualifications to provide master planning services.
5. The State seeks the following information and guidance to develop a Request For Qualifications (RFQ) procurement that will lead to the selection of a consultant: <ul style="list-style-type: none"> a. Outline of the factors and information that should be considered in a comprehensive real estate master plan for State properties. b. Methodology and approach that may be used to conduct a detailed analysis and strategy for the efficient use of State properties. c. Anticipated timeline and steps necessary to draft the real estate master plan. d. Consulting team of professionals that would likely research, design and draft the real estate master plan and work directly with the State.

COST INFORMATIONAL FORM
1. Describe what pricing units you typically utilize for similar master plan services (e.g., per hour, phases or milestones, etc.).
2. Describe the typical price range for similar services.

ADDITIONAL CONSIDERATIONS
1. Please provide input on alternative approaches or additional things to consider that might benefit the State in the development of the RFQ procurement for master plan services.